

**Human Resources**

Job Description & Person Specification

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| **Post Title:** | Student Engagement and Enrichment Lead | **Department:** | Student Inclusion and Support |
| **Location:** | Multisite | **Contract type:** | FT Permanent |
| **Hours per week:** | 37 | **Weeks per year:** | 52 |
| **Scale:** | BPC8 | **Salary:** | £27,388 |
| **Reports to:** | Personal Development Manager | | |

Job Description

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| **1.** | **Department Overview** |
|  | Student Inclusion and Support is a dedicated Directorate within People and Student Experience to help support all aspects of a student’s journey while they are studying at The Bournemouth and Poole College.  The Student Inclusion and Support Directorate comprises of 3 strands of support; Student Wellbeing, Personal Development and Student Inclusion  This role sits within the Personal Development Strand and provides support and line management to the Students’ Union and Student Engagement and Enrichment team within the College. |
| **2.** | **Purpose of the Role** |
|  | The Student Engagement and Enrichment Lead will be responsible for enhancing the overall student experience by developing and implementing a range of engagement and enrichment activities. This role involves fostering a vibrant campus culture, promoting student involvement in extracurricular activities as part of our BPCxtra offer, and ensuring that all students have opportunities for personal growth outside of their studies.  To provide line management of the Student Engagement and Enrichment Team as well as working with wider college departments in order to develop a collaborative and cross college approach to student engagement and enrichment. To provide leadership oversight of the Students Union and ensure that BPCSU is relevant for our students. |
| **3.** | **Key Accountabilities & Duties** |
|  | * To provide line management and operational oversight to members of staff within the Student Engagement and Enrichment Team. * To support the Personal Development Manager to report on the Student Union accounts and budgets. This includes the management and reporting of the student’s union independent bank account and producing an annual account for the departments budgets and to ensure that future funding plans and opportunities are identified. |

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|  | * To be responsible for developing robust, visible and highly successful initiatives to engage all students at the College. * To develop ways to engage our hard-to-reach students and groups to ensure that they are fully represented and involved in College decision making. * To be responsible for the development and further improvement of Student Voice at The College. This includes FE, HE and Apprentice student voice. * To lead on the continued operational delivery and development of the Students’ Union and to increase student engagement in all student enrichment and engagement initiatives. * To oversee and develop the Students’ Union Strategic plan. This includes developing the plan every 2 years and ensuring this is in line with the college as well as student led and student focused. * To engage and ensure the growth of students participating in vibrant enriching activities * To be a key collaborator in organising cross college events and National Days such as Black History, New student days and any other Cross College events that will engage current or new students to the college. * To ensure that there is a robust and engaged Student Executive and Student Rep systems in place and that elections to these roles are elected in a fair way and in line with the Students’ Union constitution. * To be responsible for developing the BPCXtra programme across college. * Be responsible for measuring the impact of the Student Engagement and Enrichment outcomes at The College and feedback these through all levels of the organisation e.g. Governor reports/Senior Leadership Team briefings and updates. * To be responsible for all External trips and activities the Student Engagement and Enrichment Team run. Ensuring that all College processes and polices e.g. Health and Safety have been followed. To be the designated Trip Leader for all High Risk activities or trips when required or being College contact to support the team who are offsite. * To manage and develop the Youth Social Action apprentice model and develop a robust, inclusive and student led Youth Social Action programme that is embedded within the College and fosters a sense of community and belonging among students * Working with the Personal Development Manager to ensure that the aims, objectives and targets of the Student Inclusion and Support directorate are met and to ensure that student voice, engagement and enrichment opportunities are created throughout all strands of the support that we offer. * To ensure that the Students’ Union continues to build on its reputation nationally. * To operationally lead all aspects of the Student Engagement and Enrichment Team and be responsible for the appropriate staffing levels within the Students’ Union vibrant social spaces throughout The College and ensure that all aspects of Health and Safety are maintained at all times. * To work closely with curriculum areas to ensure that Student Voice and Engagement/Enrichment activities are assessable and tailored to individual areas as appropriate. * To work collaboratively with the Lead Personal Development Facilitator to promote inclusive access to engagement and enrichment activities cross college. * Attend and positively represent The College at external training and events. * Attend and support College events such as parents’ evenings, open evenings, community days etc. * Participate in The College’s appraisal process (PsR) and to undertake any training that may be appropriate. * Take appropriate responsibility to ensure the health and safety of self and others. * Pursue the achievement and integration of equal opportunities throughout all The College’s activities. * Undertake such other reasonable duties as the line manager may require from time to time and review this Job Description at least annually with the Personal Development Manager   **\*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.** |

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| **4.** | **Equal Opportunities** |
|  | The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors. |
| **5.** | **Safeguarding** |
|  | The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.  The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK. |
| **6.** | **Further Information** |
|  | This Job Description and Person Specification are current as at ***June 2024*** In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult your Line Manager directly.  A copy of this Job Description and Person Specification is held with the People Team. |

Person Specification

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| **Criteria** | **Essential** | **Desirable** |
| **Knowledge** | * Principles of team leading and best practice to motivate teams. * Ability to relate to and motivate young people and staff from diverse backgrounds and with diverse educational experiences * Knowledge and understanding of developing and involving students through student voice and engagement activities * Have a clear understanding on how outstanding Student Engagement and Enrichment can be achieved. | * Experience in line-managing a team. * Knowledge or experience of working for an FE college or within a medium sized Students’ Union within another organisation. |
| **Experience** | * Experience of leading a project with staff and students. * Experience working within a high paced environment | * Experience of line managing staff * Have experience of leading a trip, within the UK, involving young people. |
| **Skills & Abilities** | * Able to empathise with young people and team members to achieve outstanding results * Highly developed communication skills both on an individual basis and in group settings * Advanced skills of empathy, understanding and listening. * Proficient IT user * Effective team player |  |
| **Personal Attributes** | * Empathetic * Focussed * Ability to work unsupervised and on own initiative * Able to prioritise effectively * Robust attention to detail but able to see big picture * Outstanding communicator * Innovative * Methodical and accurate |  |
| **Qualifications** | * Relevant qualification at level 3 or above * Level 2 in English and Maths | * Youth work qualification * First Aid qualification |
| **Other Requirements** | * Occasional evening and weekend work. (Open evenings, training activities, student trips etc.) * Able to commute between sites if required |  |